

Roo's Pub & Grill Fundraiser Request Form Information

Thank you for choosing Roo's Pub & Grill for your event!

Here is some information that will help make your event a success:

- Bookings should be made well in advance to allow for the printing and selling of tickets. A minimum of 4 weeks from the time you *receive* your tickets is best.
- Booking dates are approved when they do not conflict with major events or ongoing promotions. However, we do reserve the right to *move* an event, should it fall on a day that an unrecognized sporting or PPV event might be on. (Monday night football, Canucks games, UFC PPV etc)
- Maximum number of tickets which can be sold is 80. Tickets must be paid for in advance with the purchaser paying only for the tickets which they take at that time.
- No refund is available for tickets that are not sold prior to the event and tickets cannot be sold “at the door” on the day of the event. It is the fundraisers obligation to have the event sold out prior to the night it is on.
- Roo's Pub will print the tickets at no charge & call you when they are ready for pick-up & payment. You may supply your own logo's via e-mail to roospub@telus.net (.crd or .gif or .jpeg format only, please)
- Tickets may be printed for the value of your choosing. (We suggest between \$10 - \$15 so that you can provide a “sellable” product that people will support & make a profit for your fundraiser).
- In order to ensure a “sell-out” - hand out allotments of tickets to individuals to sell *for* you. (Hint: have them pre-pay you for them, so they'll be accountable!)
- Times for fundraising events are 6-9 pm Sunday to Thursday. Friday & Saturday bookings are possible, but will be limited due to seasonal business & previously arranged events (such as sporting & PPV events). Fundraisers are welcome to be booked on Sunday afternoons when available.
- Your ticket cost includes: A Roo's beef burger platter (with cheese, lettuce, tomato, mayo, onion) accompanied with fries, a mug of Budweiser *or* Bud Light draught *or* a glass of red *or* white house wine, *or* coffee/tea *or* house pop. A veggie burger substitution is available upon request. In order to expedite the food promptly & efficiently - no other substitutions or modifications will be permitted.
- The ticket supplied will be valid for the guests food & beverage & must be presented upon ordering. Food & beverage *must be placed, together,* at this time.
- We suggest that the organizer arrive early to get set up and to make sure they have a chance to eat as well.
- No minors are allowed. Please tell your ticket sellers to inform your guests. All guests will be required to show valid I.D. if requested.

Making sure your fundraiser is a success !! Here's how:

- Plan to *entertain* your ticket holders for the entire event time.
- Organize *prize draws* and obtain prizes for door prizes, silent auctions etc.
- 50/50 draws require a license from the Lottery Corporation of BC with the license holder present during the draws.
- Coin tosses/Twoonie tosses are great ways to generate funds. NOTE: no outside alcohol (open or closed) may be brought in to a licensed premise. An empty liquor bottle will be provided for the execution of coin tossing games.
- Be organized and get help. It takes a team of people to execute a successful fundraiser! Be sure to delegate each event to a different person so you can supervise and stay organized.

For further information please feel free to contact Dave Sinow or Ryan Welton at Roo's Pub @ 604-464-3030

**Roo's Pub & Grill Fundraiser
Request Form**

Contact info of organizer (name, ph #, e-mail): _____

Name of organization: _____

Date requested: _____

Alternate dates: _____

What is your fundraiser for? _____

If you are a sports team, where do you play / practice & on what days of the week ? _____

How often does your group come to Roo's Pub & Grill? _____

How many tickets/people do you expect? _____

What do you wish the ticket to say? _____

What would you like to charge? _____

What in house events/draws are you planning? (please be detailed) _____

Do you have any special requests or questions? _____

**Please drop this form off in person to:
Roo's Pub & Grill - 2962 Christmas Way, Coquitlam BC
V3C-4E6**

